This is an example of a field crew information packet that includes information about the project site, crew member expectations, and safety protocols. It was designed for an international field project. This template is modeled after a document written by Sarah Kurnick at the University of Colorado, Boulder.

[Insert Project Name Here]

[Insert Field Season Here] Information

[Insert Project Director Name Here]

[Insert Project Director Affiliation Here]

Before Leaving

* **Check Immigration Documents**: U.S. citizens need a valid passport to travel to [Insert Country Name Here]. Make sure that you passport is valid for at least six months beyond the intended length of your stay abroad. The state department recommends that you make two copies of your passport in case of emergency. Leave one copy with a trusted friend or relative at home and carry the other separately from your original documents. To help prevent theft, do not carry your passport in your back pocket, and keep it separate from your money.
* **Enroll in STEP:** Enroll online for free in the State Department’s Smart Traveler Enrollment Program (STEP). Doing so will allow you to receive travel and security updates about your destination, and will help the U.S. government reach you in an emergency.
* **Purchase International Medical and Evacuation Insurance:** Participants are responsible for their own medical expenses. Your personal health insurance may not cover foreign medical treatment, co-payments, co-insurance, or out-of-network charges. GeoBlue offers affordable rates on short term international medical insurance: <https://www.geobluetravelinsurance.com/>
* **Review Health Information:** The Center for Disease Control (CDC) offers health information for those traveling to [Insert Country Name Here]. Consult the CDC website for information about vaccines, medications, health advisories, etc. We recommend bringing a full supply of any needed prescription medication with you, in the original pill bottle. <https://wwwnc.cdc.gov/travel/destinations/traveler/none/mexico?>
* **Notify Project Directors of Any Pertinent Medical Information:** In particular, be sure to notify us of any bee or wasp sting allergies, or any severe food allergies.

While in Yucatan

* **Housing:** We will be staying at the [Insert housing location/description here]. Rooms are comfortable and include hot water, air conditioning, and wi-fi.
* **Meals:** [Insert meal information here] Example: We will purchase food for breakfast and lunch (cereal, fruit, PB&J, granola bars, etc.) at local stores. We will eat dinner at the Restaurante Chile Picante, attached to the Hotelito Sac-Be. Project members are responsible for their own meals when in Tulum on Sundays. Vegetarian and vegan offerings are available. Please let the project directors know of any dietary restrictions.
* **Communication:** [Insert own text here, example provided.] The Hotelito Sac-Be, Restaurante Chile Picante, and various establishments in Tulum have free wi-fi. American cell phones often have reception in Cobá and Tulum, though roaming charges can be expensive. Project members may choose to purchase a Mexican cell phone or an unlocked phone and a Telcel SIM card. On occasion, the electricity and cell signal go out in Cobá.
* **Money:** [Insert own text here, example provided.] All establishments accept Mexican pesos. Many also accept U.S. Dollars, but often at an unfavorable exchange rate. Some accept credit cards, but many do not. ATMs are available in Tulum and work most of the time. We recommend either bringing pesos with you or withdrawing pesos at an ATM.

The Weekly Schedule

* **We work six days a week**. Monday through Saturday, we wake up at 5:45am, eat breakfast at 6:10am, and leave for the site at 6:35. We work in the field from 7am until about 1pm, and in the lab from about 1pm to 3pm. We may work on additional tasks in the evenings.
* **On occasion, we will drive to Mérida, Cancun or Tulum.** The local INAH Yucatan office is in Mérida, and other governmental offices are in Cancun. Other resources, such as print shops and some specialty stores, are located in Tulum.
* **We spend Sundays in Tulum.** On Sundays, we travel to Tulum to buy groceries for the week, use the ATMs, do laundry, and any other necessary tasks. We generally eat lunch and dinner in Tulum, and spend the afternoon at a beach club. We recommend bringing a swimsuit. All participants are responsible for their own expenses (including laundry and meals) while in Tulum.

Other Notes

* **Yucatan is hot, humid, and buggy**. Please plan accordingly. For the field, we recommend lightweight long pants and short-sleeve shirts. Hats and boots are highly recommended. You may also wish to bring insect repellent and either high socks or ankle gaiters to protect against insect bites.
* **Drink plenty of bottled water.** It is not safe to drink (or brush your teeth with) the tap water. However, participants need to drink plenty of bottled water, which is readily available.